



Town of Wenham

Town Hall
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Selectmen / Town Administrator
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MEMORANDUM

TO: Selectmen
FROM: Peter Lombardi, Town Administrator
RE: Town Administrator's Report
DATE: October 13, 2015

Personnel

Jackie Bresnahan began work last week as the new Permitting Coordinator and Special Project Assistant. Jackie is currently finishing up her Masters in Public Administration at Suffolk University and has experience working in the Town of Leominster and at the State House. I want to thank Catherine Tinsley for her work in the Permitting Office for the past several months where she filled in admirably on an interim basis. With this position now full-time, the Permitting Office is open the same hours as Town Hall (Monday, Wednesday, and Thursday 9-4:30, Tuesday 9-7, and Friday 9-1) starting this week.

Steve Gasperoni, our long-time Assessor, has announced that he will be retiring this coming February. I am working with the Board of Assessors on incorporating both positions in the Assessor's Office into the Collins Center wage and classification study, including updated and standardized job descriptions. We plan to post the position in the next month or so and hope that we can have the new hire onboard early enough so that we can schedule some overlap during this transition.

Ongoing Projects

LED Streetlights: Our initial shipment of LED streetlights is slated to be delivered this week. We are tentatively planning on a October 19 start date, with at least 2 crews working across town beginning on the major roads and intersections. These locations will be manned with police details and will likely be wrapped up within that first week. The total project is anticipated to take approximately 3 weeks.

Paving: Final paving on William Fairfield Drive is scheduled to occur by the end of this week, weather dependent, with ancillary curb work being completed in the next week or two.

Veterans Memorial: The RFP for Phase 2 work was issued on September 30, a site walk was held on October 2, and bids are due tomorrow, October 14.

Iron Rail Heating Conversion Feasibility/Engineering Study: After meeting with the Iron Rail Commission and soliciting their input, the RFP was issued on October 7, with submissions due on October 23.

Patton Park Pool: Approvals were granted by the Hamilton Planning Board and ZBA last week with only a few minor conditions imposed. Filed sub-bids are due October 21, with general contractor bids due October 28. The third party cost estimate for the finalized bid package came in at just under \$1.89M, including 16% for General Conditions, 5% for overhead/profit, and 5% contingency.